



CLASS NUMBER AND NAME:

ENN101B—BUSINESS ENGLISH — PUNCTUATION

TOTAL HOURS/UNITS:

24 HOURS—2 UNITS

PREREQUISITES:

ENN101A—Business English—Grammar

TEXTS AND MATERIALS:

College English and Communication, 11th, Camp and Satterwhite;
Glencoe McGraw-Hill, 2019

The Gregg Reference Manual, 11th, Sabin, William A.,
Glencoe/McGrawHill Book Company, 2011. (ISBN 9780077465858)

CLASS DESCRIPTION:

This class is a general overview of the use of punctuation in business correspondence and writing. Emphasis will be on the correct usage of semicolons, colons, dashes, and commas.

CLASS OBJECTIVES:

Students will review the basic rules of punctuation so they will be able to apply them correctly.

CLASS FORMAT OVERVIEW:

The class is a combination of lecture and student participation.

The student is required to read and do the work as assigned in class.

REQUIREMENTS:

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

METHODS OF INSTRUCTION:

As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Along with the discussions held in class, work will be assigned from the workbook, which accompanies the text; for that reason, the workbook, the textbook, and the notebook containing class notes must be in class every day.

All classroom assignments are due at the beginning of the class hour. All students should be prepared to respond in class when called upon to do so. Assignments will be collected periodically.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present—the instructor's decision will be final.

Students must maintain 80% attendance in order to pass the class.

Attendance will be taken every day.

All classroom assignments are due at the beginning of the class hour. All students should be prepared to respond in class when called upon to do so. Assignments will be collected periodically. Late homework will not be accepted for credit.

It will be the student's responsibility to learn of any assignments given in class when absent.

TESTING:

A test-out is available to any student who opts to challenge the material covered in the course. The student must score a 80 percent or above to pass; test-out credit will then be given for the course. The test-out must be completed on the first day of class.

Vocabulary/spelling tests will be given throughout the module. Sound alike and vocabulary words will be emphasized.

Major tests will be given along with quizzes as needed at the discretion of the instructor.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. THIS INCLUDES THE WEEKLY VOCABULARY TESTS.

If a student is not present on the day of the test and has not made arrangements with the instructor to take the test early, the student will automatically be given the 10 percent penalty.

Make-up tests will be given at the discretion of the instructor.

GRADING POLICIES:

The final grade will be the result of all tests taken, homework assignments, classroom participation, spelling tests, any quizzes given during the module, and attendance.

The final letter grade will be based on the following percentages:

75% tests and projects

25% attendance and homework

Grading Scale

100 - 90 %	A
89 - 80 %	B
79 - 70 %	C
69 - 60 %	D
Below 60 %	F

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this class, the student will be able to:

1. Identify and correct defects in basic sentence punctuation.
2. Identify problems in syntax and alter the punctuation, as well as the grammar, to create a complete and well-developed sentence.
3. Identify and correct errors in the use of advanced business-related words in addition to those found in business-related grammar.
4. Identify and correct errors in the use of basic business-related vocabulary.
5. Recognize the availability, use, and advantages of reference materials in creating errorless copy.

SECTIONS COVERED

ENGLISH 101B

Sentence Enders

Semicolons, Colons, and Dashes

Commas

Quotation Marks, Parentheses, and Apostrophes

Capitalization, Abbreviations, and Numbers

ENN101B – Punctuation

	Topics		
Week 1	Welcome, Introductions Syllabus, Assignment Sheets Testout Vocabulary Words		
	Sentence Enders: Question Marks and Exclamation Points Vocabulary List 1 due Vocabulary Test #1		
Week 2	Semicolons, Colons, Dashes		
	Vocabulary Sentences List 2 Due Vocabulary Test 2		
Week 3	Commas – Essential principles		
	Vocabulary Sentences List 3 Due Vocabulary Test 3		
Week 4	Quotation Marks, Parentheses, and Apostrophes		
	Vocabulary Sentences List 4 Due Vocabulary Test 4		
Week 5	Capitalization, Abbreviations, and Numbers		
	Vocabulary Sentences List 5 Due Vocabulary Test 5		
Week 6	Review for Final		
	Final Exam		

This schedule is subject to change by the instructor to meet the learning objectives of the course.

Provide definitions and write sentences for each set of words. The purpose of this assignment is to both understand and properly use each set of words. These words are listed in *The Gregg Reference Manual*, ¶719, starting on page 230 and following. Your knowledge of these words will be tested by matching each word with its correct definition.

Definitions and Sentences must be turned in before the test for the test to be given credit.

****ALL SUBMITTED WORK MUST BE TYPEWRITTEN****

List 1

Accept / Except
Advice / Advise
Assistance / Assistants
Bridal / Bridle
Coarse / Course
Choose / Chose
Currant / Current
Lean / Lien
Lesson / Lessen
Principal / Principle
Precedence / Precedents
Stationary / Stationery

List 2

Adverse / Averse
Allusion / Illusion
Complement / Compliment
Do / Due / Dew
Ensure/Insure
Expand / Expend
Everyday / Every Day
Formally / Formerly
Further / Farther
Immigrate / Emigrate
Residence / Residents
Steal / Steel